

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 4420

TITLE: DEPUTY SHERIFF II

GRADE: C-18

DEFINITION:

Under supervision, and in accordance with Federal, State, County and departmental regulations, to serve in the Sheriff's Department as a lead worker; to function in the Adult Detention Center (ADC) as a "Confinement Deputy," "Property Deputy," "Commissary Deputy," or "Supply Deputy"; or to function in the Court Security and Court Services Division as a "Court Security Deputy"; and to perform related work as required.

DEFINITION:

Confinement Deputy

As a lead worker over subordinate deputy sheriffs on an assigned shift, oversees inmates in a specific section of the ADC, either from a control station or within a patrol area; monitors inmate activities; prevents escapes; maintains order and discipline; keeps a continual count of inmates in an assigned area; directs or escorts all inmate movement in an assigned area; transports inmates by vehicle to and from courts, correctional institutions, hospitals, and other facilities, maintaining inmate safety and security; oversees the distribution of meals; accounts for all utensils; inspects cells for unsanitary conditions, contraband, and/or security problems; processes inmates in and out of the ADC; conducts searches of inmates and areas; enforces inmate rules and regulations; submits written or oral reports; operates and inspects security doors and devices; supervises and controls inmate use of telephones; distributes, collects, and accounts for razors used by inmates; controls all cleaning equipment in an assigned area; operates a control center and deals with the public at the information window; handles or appropriately channels inmate complaints.

Property Deputy

Under general supervision, oversees the handling and security of inmate property throughout the ADC; investigates complaints from inmates or the public concerning missing, misplaced, or mishandled inmate property; releases inmate property in response to a court order, search warrant, or inmate request; forwards property of transferred or released inmates as necessary; oversees the work of each squad's "property deputy," and participates in their performance evaluations; conducts on-the-job training for newly-assigned "property deputies"; updates the standard operating procedures for property room activities; prepares the necessary paperwork for incoming weekenders, inmates being released, and inmates being transferred; acts as a liaison with other jurisdictions and the Virginia Department of Corrections regarding inmate property.

Commissary Deputy

Under general supervision, orders supplies from commercial vendors; maintains stock levels sufficient to satisfy the needs of inmates; delivers items to individual cellblocks; ensures that the commissary room is maintained in a neat and sanitary condition; collects commissary tickets, balances the commissary sales, adjusts inventory sheets, and conducts a monthly inventory.

Supply Deputy

Under general supervision, ensures accurate and current files are maintained on all supply transactions and office equipment repairs; records all print shop orders; records duplicating machine usage; ensures accurate and current records on all fixed assets are maintained for accountability purposes; orders, distributes, and maintains a running inventory of all office supplies; assists in compiling data and statistics for budgetary projections; maintains records on supply consumption; issues uniform items to assigned deputies; maintains a running inventory of deputy uniform items, bedding, inmate clothing, washcloths, towels and tennis shoes in supply storage areas; performs weekly inspections of Scott Air Packs and fire extinguishers, and arranges for repair or replacement of defective items; ensures that all areas in the ADC have sufficient operating supplies and that defective equipment is repaired or replaced; supervises laundry operations.

Court Security Deputy

As a lead worker over subordinate deputy sheriffs, secures the court rooms to which assigned, as well as the premises of the County Judicial Center, from disruption and violence; empanels petit juries; serves legal processes in the vicinity of the Judicial Center during lull periods; escorts prisoners to and from courts and the ADC; conducts opening ceremonies for court sessions; maintains the integrity of the judicial process; assists in providing on-the-job training for newer deputies.

DISTINGUISHING CHARACTERISTICS:

Positions assigned to this class differ from those classified as Deputy Sheriff I in that Deputy Sheriff II incumbents, under general supervision, perform basic confinement and court security duties as lead workers, or work in a specialized support area. While Deputy Sheriff I positions perform many of the same tasks, they do so under closer supervision. The Deputy Sheriff II class differs from the Deputy Sheriff Corporal class in that Deputy Sheriff II incumbents, while lead workers providing advice and assistance to subordinates in difficult or unusual work situations, are not in the supervisory chain.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of the methods and practices of the functional area to which assigned;
Knowledge of applicable Federal, State, and County laws and ordinances affecting departmental operations;
Knowledge of the Department's standard operating procedures and guidelines;
Knowledge of supervisory techniques;
Knowledge of the Department's emergency equipment and riot, hostage, fire, and disaster plans;
Keen sense of observation;
Demonstrated skill with firearms;
Ability to establish and maintain good working relationships with fellow staff members, inmates, and external departments and agencies;

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Ability to effectively handle situations requiring tact, diplomacy, fairness, and good judgment;
Ability to correctly remember names, faces, and details;
Ability to communicate clearly and concisely, both orally and in writing;
Ability to work effectively under stress;
Good physical condition.

EMPLOYMENT STANDARDS:

Any combination of education and experience equivalent to graduation from high school or possession of a GED issued by a state department of education; plus one year of experience at the Deputy Sheriff I level.

REVISED: June 9, 1986
July 1977